



DEPARTMENT OF BUILDINGS  
EXECUTIVE OFFICES  
60 HUDSON STREET, NEW YORK, N.Y. 10013  
JOEL A. MIELE, Sr., P.E., Commissioner  
(212) 312-8100

ISSUANCE # 482

**OPERATIONS**  
**POLICY AND PROCEDURE NOTICE # 895**

TO: DISTRIBUTION  
FROM: BARRY COX  
DATE: JUNE 28, 1995  
RE: INSPECTOR SCHEDULING AND NOTIFICATION PROCEDURES FOR ENVIRONMENTAL CONTROL BOARD APPEARANCES

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Purpose: **To Formalize Inspector Notification Procedures**

Effective: **Immediately**

AEU generates an inspector notification list for each inspectorial unit with all the adjourned cases listed by adjournment date and inspector name. These lists are cumulative and contain every pending case adjourned for an inspector.

I. **NOTIFICATION**

Every week inspector notification lists are delivered to the appropriate inspectorial units by AEU.

- ♦ For inspectorial units located at 60 Hudson Street, the notices are delivered in person and a photocopy, signed by the receiving employee, is retained by AEU.
- ♦ For inspectorial units located in the outer boroughs, the notices are faxed, the fax transmittal slip is attached to the copy of the notice and retained by AEU.

Upon receipt of the inspector notification list, the Chief Inspector (or his/her designee) should review the list.

- ♦ If an inspector on the list is no longer with that particular unit, the Chief Inspector must notify AEU at (212) 312-8428 and indicate where the inspector is now reporting or that he/she is no longer with the Department.

- ♦ If an inspector on the list is scheduled for annual or sick leave for the adjourned date, the Chief Inspector must notify AEU at (212)-312-8428 indicating what date the inspector will be out and when he/she will be available.

In addition, upon notification that an inspector is planning to take an extended leave of absence or is planning to retire, the Chief Inspector must notify AEU, as early as practicable by calling (212) 312-8428, as to the last date the inspector will be available, and if he/she is returning to work, the first date the inspector will be back.

If the inspector calls in the morning to notify the Chief Inspector that he/she will not be in to work, the Chief Inspector's office must contact AEU at (212) 312-8428.

## II. COURT PROTOCOL

Upon arrival at an ECB hearing office, inspectors should follow the following procedure:

- ♦ Inspectors will sign in on the Inspector Sign-in Sheet maintained at the ECB office.
- ♦ Inspectors should wait in the assigned waiting room until their cases are called. If the inspector must leave the waiting room for a period of time, he/she should inform one of the DOB hearing representatives.
- ♦ Inspectors will sign-out upon completion of their scheduled cases and before they depart from the hearing offices.

Beginning at 10:30 A.M., the inspectors present at ECB will be informed whether the respondents have signed-in for their scheduled cases.

- ♦ If the respondents have signed-in, the inspector is required to remain at ECB until completion of all scheduled cases.
- ♦ If the respondents have not appeared as of 10:30 A.M., the inspector, after consulting with the Department hearing representative, shall sign-out and leave the hearing office.
- ♦ If the inspector is required to remain at the ECB office after 12 noon, the inspector will sign-out when he/she leaves for lunch and sign-in again upon their return.